

**CERTIFICATE OF INSURANCE REQUIREMENTS FOR
ELECTRICAL, HVAC, PLUMBING, SIGNS, STREET USE, FIRE**

1. The name of the business must be on the certificate.
2. The policy must include the City of Lincoln as an additional insured under the general liability policy and the endorsement must be noted on the Certificate of Insurance by using the phrase "City of Lincoln as an additional insured."

*if the additional insured endorsement is restrictive, it must be an endorsement as it relates to a political subdivision issuing a permit. There is no written contractual relationship between the City of Lincoln and the insured and those endorsements should not be used.

Please note the endorsement form number, if available.

3. There must be a required cancellation notice clause (30 days).

*The Certificate of Insurance must include verification that the general liability policy includes 30 days written notice of cancellation. In the event the Certificate of Insurance form does not provide a field to include this information, it can be identified in the description of operations section, by attaching a copy of the language in the policy, or providing a copy of the cancellation endorsement.

4. The certificate must have the signature of the authorized agent.
5. The policy number must be listed on the certificate. (Binder numbers are not acceptable.)
6. Must include minimum liability requirement of \$500,000 each occurrence.
7. A certificate of insurance form is required. A standard ACORD form is acceptable.
8. Plumbing, HVAC, electrical, and fire contractors must have a master's name listed on certificate as an insured. Example: Master Plumber Joe Smith as additional insured. (This does not apply to lawn sprinkler companies, street use, or sign contractors.)
9. If you are not doing work in the City right-of-way, a Bond is not required. Sign, Street Use and Excavation Contractors must have a bond.
10. Faxed copies of insurance forms are acceptable.

BOND REQUIREMENTS FOR EXCAVATIONS/SIGNS/STREET USE PERMITS

1. Must have a License and Permit bond for the amount of \$5,000.00 or a cashier's check for \$5,000.00 made payable to the City of Lincoln.
2. Unless the Bond is signed by an Officer of the Surety Company, a Power of Attorney form must be attached or sent with the bond.
3. The Power of Attorney form must be certified to include the execution date of the bond.
4. The bond must be a one-year renewable bond with a starting and ending date.
5. The bond must be an original - faxed copies are not acceptable.

If you have any questions, please contact Building and Safety Department at:
402 -441-6428 Jeri Luft or 402-441-6406 Kathleen Chadwick.

Fax 402 -441-8214

Mail forms to Building and Safety Dept., 555 S. 10th St., Lincoln, Ne 68508-3995